



## DELAWARE JUDICIARY ADMINISTRATIVE OFFICE OF THE COURTS

**Non-Merit Position**  
**(This position is exempt from the State of Delaware Merit System)**

**Posting #AOC0403N18**

### **CASUAL/SEASONAL LIBRARIAN**

**Opening Date:** April 25, 2018      **Closing Date:** May 7, 2018  
**Salary:** \$15-\$18.50 per hour  
**Location:** Sussex County **(Please check this county on your application)**

---

\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** This employee oversees and manages the use of the facility and the library materials, orders and updates library materials as needed, performs legal research using legal research tools and systems (*i.e.*, Westlaw, LexisNexis), provides assistance as required when the library is open to the public (Wednesdays, 10 am-noon), and other duties related to the library and special projects as required.

**Minimum Qualifications:** Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Knowledge of the professional use of a legal research collection.
2. Knowledge of the basic principles of administrative and technical library management.
3. Knowledge of bookkeeping and accounting practices.
4. Knowledge of computer information systems including automated legal research systems.
5. Ability to communicate courteously and effectively, both orally and in writing.
6. Demonstrate knowledge of the distinction between providing legal information and giving legal advice.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Submitting Your Application:** Visit the website at [www.courts.delaware.gov](http://www.courts.delaware.gov). Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Mail your application to:

**Administrative Office of the Courts  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801**

2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.aoc@state.de.us](mailto:apps.aoc@state.de.us)

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**